

**Springboard Sunderland Trust**

**Springboard Nursery**

**No Smoking and No Vaping Policy**





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<b>No Smoking and No Vaping Policy</b>	
Category:	Springboard Nursery
Responsible Person:	Gemma Dunn
Accountable Person:	Jane Waggott
Date of First Issue:	November 2015
Next Review Date:	08/08/2025

## Policy statement

Springboard Nursery complies with health and safety regulations and the safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoor and outdoor. We recognise that it has both a moral and legal duty to ensure, so far as is reasonably practicable, that employees, children, volunteers, learners, students and visitors have the right to work, learn, study or visit without being exposed to tobacco smoke.

The issues involved concern the comfort, health (particularly in relation to the danger of passive smoking) and safety of all those working, learning, studying or visiting Springboard Nursery premises.

## Purpose

The purpose of this policy is to minimise the risk (to a level that is as low as is reasonably practicable) to people at work, from becoming ill at work due to the effects of tobacco smoke. The company in doing so will ensure that we are complying with all the relevant legislation related to smoking at work. We continuously strive to minimise the risk of ill health to people at work and to this end this policy will apply to the whole company irrespective of location and is part of Springboard's commitment to the health, safety and wellbeing of its employees.

This policy also applies to external companies renting space from Springboard and this should be reflected in all lease agreements with such companies.

## Procedures

- All staff, parents and volunteers are made aware of our no-smoking / no-vaping policy.
- We display no-smoking signs.
- The no-smoking / no-vaping policy is accessible on our website for parents.
- We actively encourage no-smoking or vaping by having information for parents and staff about where to get help to stop smoking or vaping if they are seeking this information.
- Staff who smoke or vape do not do so during working hours. Unless on a break and off the premises.
- No smoking or vaping within 15 feet (4.6m) of any Springboard building entrance, doorway or stairs.
- Staff, employees, volunteers, learners, students and visitors are also asked to take a responsible attitude to ensure that areas are kept litter free and they do not stand in close proximity to open windows.
- Staff who smoke or vape during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

## Responsibility / Enforcement

It is the responsibility of each manager to ensure that staff, employees, students, visitors, learners and where applicable, contractors are made aware of this policy and that they comply with its requirements. This policy forms part of the Springboard health and safety policy and, as such, non-compliance may lead to disciplinary action being taken through normal disciplinary procedures.

## Complaints

Staff or Parents wishing to register a complaint regarding an incident of non-compliance with this policy should, in the first instance, contact their line manager / Nursery Manager or their Safety representative. If the complaint is not dealt with to their satisfaction, they should then contact the health and safety manager. If, after this, the issue is still not being addressed to their satisfaction staff should contact Senior Management / Chief Executive to progress the matter through the appropriate levels of management.

## Legal framework

- The Smoke free Environments and Regulated Products (Vaping) Amendment Act 2020 (the Amendment Act) commences on 11 November 2020.
- The Children and Families Act 2014.
- The Smoke-free (Premises and Enforcement) Regulations 2006
- The Smoke-free (Signs) Regulations 2012
- The Smoking, Health and Social Care (England) Act 2007
- Health Act 2006
- The Health and Safety at Work Act 2015

This policy was adopted by Springboard Nursery

Date: 13/11/2021

Date to be reviewed: 08/08/2025

Signed by the manager (Marie Hunter) *J Waggott*

Signed by the signatory *S Reay*

Name of signatory Steve Reay

Role of signatory Chief Executive